

New York State Society of Enrolled Agents

Submit form to: Chapter Officer if Chapter Business

Email: alexander@allenstreet.net

Fax: 716.218.0564

Mail: NYSSEA
c/o Allen Street Consulting
394 Franklin Street
Buffalo, NY 14202

CC to NYSSEA Treasurer:

CC to NYSSEA Treasurer (Lynn Senke, EA):

lsnaic@gmail.com

Expense Voucher

Date Submitted _____

Chapter or Position _____

Speaker Expenses

Name _____

Mailing Address _____

Date(s) of Event or Meeting _____

Transportation: From _____ to _____ (and return)

| | |
|--|-----------|
| Air/Rail fare | \$ |
| Taxi: from _____ to _____ | \$ |
| Automobile: _____ miles @ _____.575 per mile | \$ |
| Garage, parking, tolls | \$ |
| Hotel: _____ nights | \$ |
| Telephone | \$ |
| Postage | \$ |
| Printing/Materials Costs | \$ |
| Restaurant/Room Rental/Catering | \$ |
| Other (specify) | \$ |
| TOTAL | \$ |

Accounting Use Only

GL: _____

GL: _____

GL: _____

Budgeted Y N

Board Exception Approval

Date: _____

Treasurers Initials _____

Copies of Original Receipts must be attached to this voucher for reimbursement to be made. – You should keep the originals if not submitting

A Chapter Officer must approve chapter Related Expenses.

Speakers should submit vouchers to Chapter directly for Approval.

Submitters Signature _____

Approval Signature _____

- Chapter Business Approval Signature required from a Chapter Officer
- Board Business approval by Board Officer – typically Treasurer

* Committee Work approval by Chair unless self, then Board Officer